

## **TOWN OF LEESBURG AIRPORT COMMISSION MEETING**

**DATE/TIME:** Thursday, March 3, 2016

**PLACE:** Leesburg Executive Airport – Airport Lobby

### **CALL TO ORDER**

### **ROLL CALL**

### **APPROVAL OF MINUTES:**

- a. February 4, 2016 Regular Meeting

### **PETITIONERS/PUBLIC INPUT**

### **BUSINESS ITEMS:**

- a. Old Business
  - a. Remote Tower Update
- b. New Business
  - a. Globe donation
  - b. Hangar wait-list procedures

### **REPORTS:**

- a. Airport Manager
  - Capital Projects Report
  - Grants Report
  - Monthly Space/Vacancy Report
  - Complaint Log
- b. Chairman
- c. Committees
  - Rules & Regulations
  - Operations
  - Land Use
  - Economic Development
  - Finance
  - Air Show
- d. Commission Member Comments
- e. Councilmanic Representative
- f. Loudoun County Board of Supervisor Representative

**NEXT MEETING DATE:** Thursday April 7, 2016 at 6:00pm

### **ADJOURNMENT**

### **UPCOMING EVENTS:**

# **MINUTES**

## **Leesburg Airport Commission**

### **February 4, 2016**

**Location:** Leesburg Executive Airport, George Hammerly Conference Room

**Commissioners Present:** Chairman Dennis Boykin  
Stanley Caulkins  
Ken Bowen  
Tom Dunlap  
Eliot Danner via phone

**Commissioner(s) Absent:** Vice Chairman Tom Toth  
Gary Rogerson

**Others Present:** Suzanne Fox, Councilmanic  
Shye Gilad, ProJet Aviation  
Scott Coffman, Airport Manager

**Call to Order:** The Meeting was called to order at 6:00 pm. The commissioners approved Mr. Danner's participation via telephone. The commissioners voted and approved to amend the agenda to include discussion of a donated globe sculpture.

**Approval of Minutes:** Regular meeting minutes of January 7, 2016 approved 5-0-2.

**Petitioners:** none.

#### **Old Business:**

- **Remote Tower Update:** The safety panel has requested certain documentation which will push its timeline back to April. However during this time additional features will be rolled in to the system and the FAA will provide several controllers to evaluate over a longer, three week period. Current projections are that an active test could occur this July – September.

#### **New Business:**

- **Globe donation:** A fiberglass globe located at Leisure World has been offered to the Town by Mr. Hobie Mitchell. The airport is one location that might be appropriate. The Commission discussed potential locations and assigned a committee task to Mr. Dunlap and Mr. Bowen to investigate location, installation, and maintenance costs.
- **Snow Plan & Review:** The airport manager provided a presentation of the record breaking January 22<sup>nd</sup> snow event. The timeline of clearing, methods, and priorities was discussed along with equipment challenges and limitations. The Commission voted 5-0-2 to share this presentation with the Town Council.

**Reports:**

**Airport Manager:** A layout for the air show was shared with the Commission. The layout will allow for Category III aerobatic performances.

**Chairman's Report:** No report

**Committee Reports:**

- **Rules & Regulations:** No report.
- **Operations:** No report
- **Land Use:** No report
- **Finance:** No report
- **Economic Development:** No report
- **Air Show:** No report

**Commission Member Comments:** none.

**Councilmanic Report:** none.

**Board of Supervisors Representative Report:** not present

**Next Meeting:** Thursday, March 3<sup>rd</sup> at 6:00pm.

**Location:** Leesburg Executive Airport Conference Room

**Adjournment:** 7:02pm

# Leesburg Airport Commission Report

March 3, 2016

## Airport Commission Priorities

1. Airport Layout Plan Update - in progress
2. North apron and hangar development
3. Establishment of an Air Traffic Control Tower
4. South apron and hangar development
5. Planning for the West-side Executive Jet Center & CBP
6. Completion of the Runway Extension
7. Completion of the last two ODALS
8. Quality of Service Program and Marketing Plan

## Airport Capital Improvement Program

Fiscal Year	Project	Description	Status
FY 2016	Airport Storm Water Management Plan	Comprehensive planning for storm water management and drainage for future development.	In progress
FY 2016	Airport Master Plan Update	Update of the Airport Master Plan including west side developments.	In progress
FY2017	Customs GA Clearance Facility	Retrofit existing portions of Terminal to accommodate Customs GA Clearance Facility	CIP FY17
FY 2019 - 2020	Airfield Lighting Rehab	Taxiway & Runway Lighting Rehabilitation	CIP
FY 2019 - 2020	North End Hangar Complex	Construction of 22 T-hangars and 6 corporate	CIP
FY 2020	ODALS	Land Services & Acquisition	CIP
FY 2019	Maintenance Shed	Construction of maintenance equipment shed	Town CIP, DOAV CIP

## Occupancy

	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie Downs	120	22	22	0
T-Hangars	46	0	0	44
North Corporate Hangars	5	0	0	10
South Corporate Hangars	6	0	0	6

## Grants

DOAV Grant #	Project Name	Status	State Share	Local Share
VS0027-06	CCTV System	Closed	\$26,992	\$2,999
MT0027-65	AWOS Inspections	Awarded	\$3,150	\$165
MT0027-66	Herbicide Spraying	Awarded	\$6,000	\$1,500
MT0027-67	Rwy 35 PAPI Board	Closed	\$1,192	\$298
MT0027-68	Gate A Repair	Closed	\$296	\$74
PR0027-03	2015 Air Show Promotions	Awarded	\$10,000	\$30,000
MT0027-69	Snow Blade attachment	Closed	\$8,497	\$8,497
MT0027-70	HVAC repair	Closed	\$2,907	\$726
MT0027-71	Lamps—runway, taxiway, PAPI	Closed	\$1,713	\$428
MT0027-72	Hitch-mount Salt Spreader	Closed	\$902	\$902
MT0027-73	10—45W airfield lighting transformers	Awarded	\$464	\$116
MT0027-74	Apron & Entrance Road Pvmr Repairs	Awarded	\$7,330	\$1,832
MT0027-75	Snow Markers	Awarded	\$2,265	\$566

  

AIP Grant #	Project Name	Status	FAA Share	State Share	Local Share
3-51-0027-38	Perimeter Fence Construction	Closed	\$540,000	\$48,000	\$12,000
3-51-0027-39	Airport Master Plan Update	Awarded	\$360,000	\$32,000	\$8,000

## Operating Budget

Excludes indirect charges, debt service and capital projects.

	REVISED BUDGET	YTD ACTUAL	YTD %
<b>REVENUES as of 2/2/2016</b>	<b>\$1,282,460</b>	<b>\$664,340</b>	<b>51.80%</b>

	REVISED BUDGET	YTD ACTUAL	% Budget
<b>EXPENDITURES as of 2/2/2016</b>	<b>\$703,515</b>	<b>\$271,192</b>	<b>38.55%</b>

## Noise Complaints

- ◆ 1/31/2016 : 357 Ebaugh Dr SE

Aircraft flying extremely low over Stratford Community during afternoon. 703-307-6363

